

Innovative Services NW Job Description

Job Title: Administrative Assistant



CLASSIFICATION: 01

HOURLY/SALARY RANGE: \$17-19 per hour

REPORTS TO: HR

EFFECTIVE DATE: 6/17/2022

SUMMARY: The administrative assistant position requires interpersonal skills with the ability to multitask, prioritize, and work independently. The ideal candidate is an energetic team-minded person that is highly motivated and professional. You must have excellent attention to detail; self-motivation; task efficiency and excellent time management skills. Being a team player with the desire to keep learning and growing. The essential duties and responsibilities include, but are not limited to:

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Type reports, memos, letters and other documents using relevant computer software.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- Managing shared areas including, cleaning, organizing and maintaining.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Assist with filing, proof reading and other office duties.
- Provide data entry and word/excel document preparation as assigned.
- Assist in fundraisers and other special projects as needed.
- Provide coverage for front desk as needed for general backup, call ins, and employee vacations.

COMPETENCIES:

- Communication Proficiency.
- Time Management.
- Collaboration Skills.
- Flexibility.
- Technical Capacity.
- Stress Management/Composure.

SUPERVISORY RESPONSIBILITY: This position has no supervisory responsibilities.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate and requires the ability to focus despite auditory distractions. This position will occasionally drive their personal automobile while performing required responsibilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

POSITION TYPE AND EXPECTED HOURS OF WORK:

Flexible schedule with possibility of working 3 to 5 days per week. 20 hours total.

TRAVEL:

No overnight travel is expected for this position. There may be occasional local day travel.

AN EQUAL OPPORTUNITY EMPLOYER

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REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- High school diploma.
- Three years of administrative experience.
- Proficiency in MS Office (MS Word and Outlook, in particular
- Excellent written and verbal communication skills
- Problem-solving skills
- **All employees of Corporate offices are required to be fully vaccinated against COVID-19**

AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____